



State of Louisiana

DIVISION OF ADMINISTRATION OFFICE OF INFORMATION TECHNOLOGY

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Office Of Information Technology

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Subject: IT Directive - Technology Profile and Applications Portfolio

Pursuant to LAC 4:XV.101, et seq., the Office of Information Technology (OIT) is issuing the following directive.

All agencies under the authority of Act 772 of the 2001 Regular Session of the Louisiana Legislature are required to complete/update the Technology Profile and the Applications Portfolio twice each year. This data is used for completing surveys, conducting strategic research, providing information to the legislature, and as a tool to review/monitor existing applications and track large applications under development.

The **Technology Profile** consists of data pertinent to each agency (staff, hardware and software environment, and contact information). This is the same information that was previously published in the CISD Compendium. Accurate information in the Technology Profile will support development of Statewide IT Contracts and Master Agreements, identify potential areas for new Statewide IT Initiatives and Standards, support consolidation and centralization planning, and provide a basis for projecting IT costs.

The **Application Portfolio** lists identifying information for all Mission Critical Applications currently in production. "Mission Critical Applications" are those applications critical to the on-going operations of the department. Also, Applications Under Development or Major Enhancements of Current Systems in excess of \$1,000,000 must be listed with all hardware, software and budget information identified. (Note: OIT reserves the right to request external project management on certain high-profile projects. External Project Management will be conducted by a "non-state" entity hired to oversee the entire project from a specific starting point to a defined deliverable/objective. Project Management will involve forecasting, planning, organizing, coordinating and controlling the entire project...outside of the actual coding and designing.)

The Information Technology Profile web application (wwwprodapp.doa.louisiana.gov/it) is used for entry and update of each department's data. The deadline to initially populate the data

is January 5, 2004. Thereafter, each department must review and update the data by **March 31 and September 30 each year** to coincide with Legislative sessions and the budget process.

All entities under the authority of OIT as defined by R.S. 39:15.1, et seq, must comply with the above I.T. Directive.

Questions regarding the published I.T. Directive will be addressed by Neal Underwood or Kathy Howard at 225-219-9470.